



# Office of the City Clerk

Weekly Report – for Week Ending March 7, 2014

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Neighborhood Council Elections** – Candidate Filing continues:

Region	Qty Filed to Date	Certified	Pending	Withdrew (W) / Disqualified (D)	Starts	Ends	Election Day
Region 1	251	233	0	17W/1D	Dec 23	Jan 22	Mar 8
Region 2	126	111	0	12W/3D	Dec 16	Jan 15	Mar 1
Region 3	210	184	0	17W/9D	Dec 31	Jan 30	Mar 16
Region 4	178	155	0	23W/1D	Jan 4	Feb 3	Mar 20
Region 5	202	187	0	8W/7D	Jan 14	Feb 13	Mar 30
Region 6	195	168	21	6W/0D	Jan 18	Feb 18	Apr 3
Region 7	208	184	17	6W/0D	Jan 27	Feb 26	Apr 12
Region 8	27	15	12	0W/0D	Feb 10	Mar 12	Apr 26
Region 9	7	2	5	0W/0D	Feb 17	Mar 19	May 3
Region 10	11	5	6	0W/0D	Feb 24	Mar 26	May 10
Region 11	7	3	4	0W/0D	Mar 4	Apr 3	May 18
Region 12	6	2	4	0W/0D	Feb 17	Mar 19	May 6

### TOP ISSUES

- *Last Week to File Nominating Petitions for LAUSD Board Seat 1 Special Election*
- *Neighborhood Council Candidate Filing continues*
- *Council Chambers intermittent webcast problems continue.*

**Neighborhood Council Elections** – Candidate Filing for Region 11, the last of 12 regions, began March 4, 2014.

**Neighborhood Council Elections** – Following a round table discussion with the Department of Neighborhood Empowerment (DONE) to discuss process improvements, the Systems staff added reporting filters to the candidate processing module to enhance quality control.

**Neighborhood Council Elections** – Systems developed a database system for generating mailing labels for the Vote by Mail voters.

**City Elections** – 13 candidates filed a Declaration of Intention to be a Candidate for Los Angeles Unified School District Board Seat 1 vacancy and have picked up nominating petitions. To date, two candidates have submitted their nominating petitions and both have been certified as candidates to appear on the June 3, 2014 ballot. The last day to submit petitions is Friday, March 7<sup>th</sup>.

**City Elections** – February 21st was the petition filing deadline for the Los Angeles City Employees' Retirement System (LACERS). The Board of Administration Employee Member election is to be held on April 3, 2014. There are three qualified candidates.

**City Elections** – Staff attended the Future of California Elections 2014 Conference where they listened to a diverse group of election policy advocates, administrators, academics, and philanthropists discuss recently passed and pending election legislation, the future of voting systems in California, web based tools that can assist election administrators, and methods of providing language and accessibility services to limited English proficient voters.

**City Elections** – On March 4th, Council adopted the City Clerk's report relative to proposed changes to the Los Angeles City Election Code and requested the City Attorney to prepare and present an Ordinance to make various amendments.

**City Elections** – Systems developed a barcode scanning prototype for use at collection depots. The goal is to provide real time reporting of supplies and ballots that are issued and returned in the field. The plan is to pilot this during the LAUSD Special Election in August.



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**Customer Satisfaction Survey** – a Survey Monkey account was established to facilitate the development of Customer Satisfaction surveys in the Council and Public Services Division. A proposed survey has been created for internal review. This is on the Mayor's metrics goals for City Clerk.

**Automated Agenda Management System** - Systems staff are working with the software vendor to develop a sample prototype for submitting reports electronically to the City Clerk. This sample will be used during workflow discussions. This is on the Mayor's metrics goals for City Clerk.

**Administrative Services** - Staff completed the monthly Financial Status Report for the City Clerk and attended the Budget and Finance Committee regarding the Citywide Mid-Year Financial Status Report.

**General City Purposes (GCP) and AB 1290** - Staff drafted 2 and closed out 5 contracts, processed 22 invoices for payments to GCP and AB 1290 recipients, and reconciled the Citywide Heritage Month and Special Event Account.

**Records Management** – Conversion of Council Minutes on Microfilm to electronic index files continues.

**Records Management** - Development of an RFP for a commercial records storage contract is ongoing.

**Neighborhood Councils** - a meeting was held with the Department of Neighborhood Empowerment (DONE) to discuss reporting needs and how to facilitate communication about Council actions and files to Neighborhood Councils and other interested parties.

**Neighborhood and Business Improvement Districts** – Systems staff have asked the Controller's Office to revisit our request to look at the feasibility of modifying invoice reports in the Controller's Financial Management System (FMS). Currently we are required to run a separate invoicing process but would prefer to leverage the FMS for invoicing.

**Neighborhood and Business Improvement Districts** - Staff and the City Attorney continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following BIDs: Downtown Industrial District, Panorama City, North Hollywood, Greater Leimert Park Village, Sherman Oaks Village, Studio City, Hollywood Media and the proposed Pacific Palisades.

On March 4, the Council adopted the Ordinance of Establishment to reconfirm the assessments for the Wilshire Center and Los Feliz Business Improvement Districts.

## ISSUES

**Council and Committee Meeting Webcasting** – Stability problems continue with video webcast servers not starting automatically in Council Chambers. The Information Technology Agency continues to troubleshoot with the vendor.

## UPCOMING .....

**City Elections** – On February 24, the Clerk was notified of the upcoming election for an Active LACERS participant and an Active Fire and Police Pensions Participant to the Board of Deferred Compensation Administration. The election is scheduled for May 16, 2014.